

**THE CONSTITUTION AND OPERATING BYLAWS
OF THE
GALLATIN 4-H UNLIMITED LEADERS COUNCIL**

ARTICLE I - NAME

1. The name of this organization shall be the "Gallatin 4-H Unlimited Leaders Council."

ARTICLE II - SOURCE OF AUTHORITY

1. The authority of the Gallatin 4-H Unlimited Leaders Council to administer the county 4-H program and to use the 4-H name and emblem is derived from the legal responsibilities of the United States Department of Agriculture, the Land Grant University System, and Montana State University Extension.

ARTICLE III - MISSION STATEMENT

1. The mission of the Gallatin 4-H Unlimited Leaders Council is to teach life skills by providing positive, hands-on, and educational opportunities for and with youth, through the recruitment, training, and development of caring 4-H volunteers, in the hope of creating healthy, proactive future leaders in a global world.

ARTICLE IV - OBJECTIVES

1. To develop and promote the 4-H club program on a county-wide basis.
2. To assist county 4-H staff in obtaining, training, and developing adult and teen 4-H leaders.
3. To follow and enforce the 4-H philosophy while guiding and directing the policies of the total 4-H program.
4. To assist 4-H volunteers in their endeavors to start new clubs, educate youth, and expand the 4-H program.
5. To periodically evaluate the county 4-H program and work to improve or expand the program based on the evaluation.
6. To facilitate an exchange of ideas and a closer association between volunteers, project areas, age groups, and Extension staff.
7. To serve as a liaison to other counties, the State 4-H Council, and the people of Gallatin County at large.

ARTICLE V – MEMBERSHIP of Gallatin County 4-H

Gallatin County Unlimited Leaders Council is the governing body of Gallatin County 4-H.

The membership of Gallatin County 4-H shall be composed of all enrolled Gallatin County 4-H members and leaders.. Each member of the organization shall be entitled to one vote at the annual and/or special meetings.

ARTICLE VI – DUES of Gallatin County 4-H

1. The organization shall collect annual dues from re-enrolling leaders and members on or before ~~December~~ October 31. A late fee ~~will~~ may be charged.
2. New members may enroll at any time.
3. ~~2.~~ The dues amounts are to be determined at or before the last meeting of the current 4-H year (October 1 - September 30).
4. Leaders may choose to become a lifetime member by paying a one-time fee determined by the Council.

ARTICLE VII – Membership of 4-H Council BOARD OF DIRECTORS

1. The ~~Board of Directors comprising the~~ Gallatin 4-H Unlimited Leaders Council (hereafter referred to as the 4-H Council) shall consist of ~~sixteen fourteen~~ (~~16~~ 14) members.
 - A. ~~Twelve Ten~~ (~~12~~ 10) adult leaders shall be elected from the Gallatin County 4-H membership. There may be no more than two (2) adult members of the Council ~~Board of Directors~~ from any single club.
 - B. Four (4) ~~Four-teen~~ (~~4~~ teen) leaders will serve on the Council ~~Board of Directors~~, including both the Junior and Senior Ambassador and ~~two~~ two other 4-H members from the Junior Leader club. Members must be ~~14~~ 13 years of age or older, ~~elected from the Gallatin County 4 H membership.~~
2. County Extension Staff and the Past-Chairman of the Council ~~Board~~ shall be ex-officio members of the Council ~~Board of Directors~~ serving as advisors without a vote.
3. The nominating committee shall make every effort to place in nomination, candidates for the Council ~~Board of Directors~~ who evenly represent all project areas ~~developmental committees~~ and to ensure equal representation throughout Gallatin County. ~~Nominations must be recorded in the County Extension Office on or before~~ the annual meeting held at the Awards night ~~August 1.~~
4. ~~Board of Directors~~ New Council Members shall be elected ~~by secret ballot~~ at the annual meeting a Special Meeting held in September.

5. The Junior and Senior Teen Ambassador applications shall be reviewed and chosen by the 4-H Council each Spring.

65. In the case of a vacancy, ~~on the Board of Directors~~4-H Council, ~~the Board of Directors~~ shall, at the next regularly scheduled meeting, appoint a member from the 4-H membership, to fill the vacancy, who shall serve out the remainder of the departing ~~Board~~ member's term.

76. ~~A Director may be terminated after three (3) consecutive unexcused absences at scheduled meetings and a replacement appointed~~ Adult Council members are requested to attend at least eight meetings per year. If a member is unable to fulfill this request, the vacancy will be reappointed from the membership by the ~~Board~~ Council as with any other vacancy. Extenuating circumstances will be considered.

87. Terms of Office:

A. Terms of the adult members of the ~~Board of Directors~~4-H Council shall be three (3) years with the exception of the Executive Board who may serve out the remainder of their term as described in Article VIII - Selection of Officers. Adult Board members may not serve consecutive terms. Adult Board members may complete a partial term and then be re-elected for one (1) full term.

The Junior and Senior Teen Ambassador shall be appointed to the Board each year. The ~~two~~four (24) elected teen representatives shall serve one (1) year terms ~~and may be elected consecutively up to three (3) terms.~~

B.

ARTICLE VIII - SELECTION OF THE ~~EXECUTIVE BOARD~~OFFICERS

A. No officer shall for reason of holding office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer for receiving any compensation from the organization for the duties other than as an officer.

B. The officers shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization.

1. ~~1.~~ The Officers of the ~~Board of Directors~~ 4-H Council shall consist of one ~~Chairman~~President, one ~~President~~Chair-Elect, ~~or one Post-Chairman~~, one Secretary, and one Treasurer ~~and the Junior and Senior Teen Ambassadors~~. The County Extension 4-H Youth Agent and Past President shall serve as ~~an~~ ex-officio members.

2. The position of Bookkeeper is to be a one-year, paid stipend position with no voting privileges. The position is renewable upon the vote of the council annually.

3. ~~2.~~ The ~~Chairman~~President shall serve a ~~one~~two (12) year term. In addition ~~and they~~ shall serve as the President-Elect for one (1) year prior to becoming President and ~~Pa~~ost-President~~Chairman~~ for one (1) year following the ~~Chairmanship~~Presidency. ~~The Chairman-Elect shall serve for one (1) year prior to becoming Chairman. The terms of the Post-Chairman and Chairman-Elect shall be served on alternating years.~~

43. The Secretary shall be appointed by the ~~Board of Directors~~Council on even years and the Treasurer on odd years.
- ~~54. The Junior and Senior Teen Ambassadors shall be appointed to the Executive Board by the Board of Directors each year.~~
5. Any out-going officer may not succeed themselves immediately the following year.
6. The ~~Executive Board~~Officers shall be elected at the ~~September-October~~ meeting of the ~~The~~ 4-H Council ~~Board of Directors~~ to assume duties for the upcoming year. (Oct 1-Sept 30)

ARTICLE IX - DUTIES OF EXECUTIVE BOARD OFFICERS

1. The ~~Chairman~~President shall preside at ~~the business meetings and~~ all meetings of the ~~Board of Directors~~ 4-H Council, appoint committees, and shall have general and active management of the business of the 4-H Council, seeing that all orders and resolutions of the Council are carried into effect.
2. The duties of the ~~Post-Chairman or Chairman~~President-Elect shall be to ~~act perform the duties for of~~ the ~~Chairman~~President when ~~he/she is the Chairman is~~ unable ~~to attend to his/her duties~~. The President-Elect will also and to preside over all committees as needed.
3. The duties of the Secretary shall be to record the proceedings of the meetings and provide a copy of the minutes to the Extension Office. The Secretary shall also conduct correspondence and notify members of meetings as well as record attendance and officers terms of election office.
4. The duties of the Treasurer shall be to keep a full and accurate account of the receipts and disbursements in the Treasurer's book and shall ~~write checks~~ be a signor for all authorized expenditures. The Treasurer shall also work with the Bookkeeper to prepare and present an accurate monthly record of all Council transactions. The Treasurer, with the Bookkeeper, shall complete a review of the books at the end of each fiscal year (September 30).
 - a. All checks or demands for money and notes of the organization shall be signed by the Treasurer and one (1) other council member, with a third signor designated.
~~The Treasurer shall also prepare an "Annual Report of Income and Expenditures" as well as "Statements of Assets, Liabilities, and Fund Balances" for distribution to all members and prepare all books for a review at the end of each fiscal year (September 30).~~
5. The duties of the Bookkeeper shall be to hold the checkbook and prepare all checks. The bookkeeper shall also track all income and expenses. The Bookkeeper shall also work with the Treasurer to prepare an accurate monthly record of all Council transactions. The Bookkeeper, with the Treasurer, shall prepare an "Annual Report of Income and Expenditures" as well as "Statements of Assets, Liabilities, and Fund Balances" for distribution to all members and prepare all books for a review at the end of each fiscal year (September 30).
- 4.a. The bookkeeper will receive a yearly stipend of \$600 for the services provided. The

bookkeeper shall have no voting privileges.

~~5. All checks or demands for money and notes of the organization shall be signed by the Treasurer and one (1) other officer.~~

~~7. The Executive Board shall have the authority to act upon urgent and unexpected business without the consent of the Board of Directors.~~

~~9.6.~~ An appointed member of the ~~Executive Board~~ 4-H Council shall serve on the Gallatin 4-H Foundation Board to represent the interests of the ~~Gallatin 4-H Unlimited Leaders~~ Council.

~~10.7.~~ It shall be the duty of all members of the ~~Board of Directors~~ 4-H Council to keep a notebook recording all minutes and ~~acts~~ business of the ~~Gallatin 4-H Unlimited Leaders~~ Council.

ARTICLE X - COMMITTEES

1. The standing and special committees of the organization shall be appointed as needed at the discretion by of the Chairman of the Council ~~Board at the December meeting following the selection of officers.~~ and shall consist of ~~The following~~ may be useful:

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|--------------------------------------|---------------------|---|
| a. Budget | d. Nomination | g. Training |
| b. Fund Raising | e. Public Relations | h. <u>Fair</u> |
| <u>Ad Hoc Committees (as needed)</u> | | |
| c. Market Livestock Sale | f. Recognition | <u>i. Ad Hoc Committees (as needed)</u> |

2. Duties of the Standing Committees are as follows:

- a. Budget Committee - The ~~members of the Executive Board~~ officers of the ~~Gallatin 4-H Unlimited Leaders~~ Council constitute the membership of the Budget Committee.
- Purpose - To develop an Annual Budget to support the educational goals of the 4-H program.
 - Responsibilities - Determine funds needed to reach the educational goals of 4-H and develop an Annual Budget to be approved by the ~~Gallatin 4-H Unlimited Leaders~~ Council by JanNov.1.
- b. Fund Raising Committee - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Fund Raising Committee shall be a member of the ~~Gallatin 4-H Unlimited Leaders~~ Council. Other members may be appointed from the membership at large.
- Purpose - To organize private fund raising efforts which support the educational goals of the 4-H program and to manage those funds in accordance with the law.
 - Responsibilities –
 - ~~1)~~ 1. To propose fund raising methods to meet goals;
 - ~~2)~~ 2. Remain abreast of any changes in State fund raising policy;
 - ~~3)~~ 3. Arrange for facilities, materials, manpower, and promotion needed for fund raisers.
 - ~~4)~~ 4. See to it that all moneys raised in the name of 4-H are used for 4-H purposes consistent with county fund raising policy.

- ~~5~~5. Submit a written report of each fund raiser to the ~~Gallatin~~4-H ~~Unlimited Leaders~~ Council which includes costs, income, manpower involved, and any recommended changes needed for the future.
 - ~~6~~6. Maintain a master list of all donors to Gallatin County 4-H and ensure that all donors receive appropriate and timely recognition.
 - ~~7~~7. Provide for Grant writing as required.
 - ~~8~~8. Submit budget request to Budget Committee no later than November 1 of the current year.
- c. Market Livestock Sale Committee - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Market Livestock Sale Committee shall be a member of the ~~Gallatin~~4-H ~~Unlimited Leaders~~ Council. Other members may be appointed from the membership at large.
- Purpose - To organize, prepare ~~4~~for, conduct, follow up, and report on the Gallatin County 4-H Market Livestock sale.
 - Responsibilities -
 - ~~1~~1. Work with livestock superintendents to prepare a sale list of the order in which species are to be sold at the Gallatin County Fair Auction.
 - ~~2~~2. Register buyers and prepare a buyers list. Assign a number for each individual buyer, record name of individual, billing address, and phone number.
 - ~~3~~3. Prepare four part sale tickets.
 - ~~4~~4. Organize and attend to 4-H Market Livestock Sale during the Gallatin County Fair.
 - ~~5~~5. Collect money from buyer, preferably the same night as the sale, review totals, record payments, follow-up with letters of thanks, and supply buyer with receipt.
 - ~~6~~6. Prepare sale reports for the Fair office.
 - ~~7~~7. Disperse checks to sellers.
 - ~~8~~8. Present budget request to Budget Committee no later than December 1 of the current year.
- d. Nomination Committee - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Nomination Committee shall be a member of the ~~Gallatin~~4-H ~~Unlimited Leaders~~ Council. Other members may be appointed from the membership at large.
- Purpose - To recruit and nominate adult volunteers and teen members to leadership positions in the 4-H program and to recruit members and their families into participatory roles in 4-H.
 - Responsibilities -
 - ~~1~~1. Continuously recruit appropriate persons to fill any vacancies or anticipated vacancies on the ~~Gallatin~~4-H ~~Unlimited Leaders~~ Council, Committees, Key Leader positions, or any other positions needing attention.
 - ~~2~~2. Work with the Secretary to determine the length of terms for each Board member, make the 4-H membership aware of any openings, and supply candidates for said openings.
- e. Public Relations Committee - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Public Relations Committee shall be a member of the Gallatin 4-H Unlimited Leaders Council. Other members may be appointed from the membership at large.
- Purpose - To create an image of 4-H that draws participation from traditional and non-traditional audiences of youth and adults as well as monetary support from public decision

makers and private donors and cooperative support from other community service organizations.

- Responsibilities -

1. Plan and participate in a series of 4-H Public Relations events throughout the 4-H year. Present the plan to the ~~Gallatin~~ 4-H ~~Unlimited Leaders~~ Council by February 1st of the current 4-H year.
2. Maintain a list of contact people in government and the media.
3. Maintain a list of 4-Hers and 4-H Alumni who will speak to the benefits 4-H and help educate the public about the 4-H program.
4. Arrange for facilities, materials, labor, and promotional materials for specific 4-H Promotional events.
5. Plan, coordinate, and manage the Gallatin County Fair/4-H information booth.
6. The 4-H Teen Ambassador Key Leader shall be a member of the Public Relations Committee and shall work to involve the 4-H Teen Ambassadors in any promotional events.
7. Manage the 4-H Member of the week program with the paper.
8. Ensure consistent, timely coverage of 4-H events in the appropriate news media.
9. Submit budget request to Budget Committee no later than November 1 of the current year.

- f. Recognition Committee - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Recognition Committee shall be a member of the ~~Gallatin~~ 4-H ~~Unlimited Leaders~~ Council. Other members may be appointed from the membership at large.

- Purpose - To encourage participation of youth and adults in 4-H by recognizing them for past contributions and accomplishments and providing positive incentives for future participation.

- Responsibilities -

1. Ensure the county 4-H recognition programs are consistent with State 4-H youth development policies.
2. To plan, implement, and evaluate a county recognition program that supports the educational goals of the county 4-H program. Recruit volunteers to nominate excellent 4-H members for county awards. Arrange for facilities, materials, manpower, and promotion of recognition events.
3. Conduct the Fall Awards Banquet to recognize excellence in 4-H as well as recognizing the contributions of businesses and private donors.
4. Recognize all award winners in the County 4-H Newsletter.
5. Plan and implement a county medal award system for the three age divisions in 4-H. Design award applications and determine winners for each age division in each project category.
6. Submit a budget request to the Budget Committee by December 1 of the current 4-H program year.

- g. Training Committee - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Training Committee shall be a member of the ~~Gallatin~~ 4-H ~~Unlimited Leaders~~ Council. Other members may be appointed from the membership at large.

- Purpose - To plan, implement, and evaluate educational training sessions that result in qualified, competent, caring volunteer staff who are learner centered in their approach to youth development. Also, to ensure the availability of the latest 4-H project curriculum in

Gallatin County.

• Responsibilities -

~~1) Inventory and order 4-H project curriculum not later than October 1 of the current 4-H year.~~

~~2)1)~~ With Extension Staff, plan, organize, and implement new leader training that will include:

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|--------------------------------------|---------------------------------------|
| a. Purpose and Philosophy of 4-H. | Responsibilities. |
| b. Meaning of Youth Development. | f. Extension structure and resources. |
| c. Working as a team. | g. The needs of Youth. |
| d. Unlimited Board responsibilities. | h. Club organization. |
| e. Committee assignments and | |

~~3)2)~~ Prepare a Gallatin County 4-H calendar as a directory of 4-H events throughout the year. Input will be gathered from the Key Leaders.

~~4)3)~~ Provide training to all key and club leaders on how to prepare and conduct experiential learning activities.

~~5)4)~~ Provide club officer training for 4-H members.

~~6)5)~~ Submit budget proposal to the Budget Committee by December 1st of the current 4-H year.

h. Fair Committee- The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Fair Committee shall be a member of the 4-H Council. Other members may be appointed from the membership at large.

• Purpose - To organize, prepare for, conduct, follow up, and report on the Gallatin County 4-H Fair.

• Responsibilities –

1) Represent 4-H at the Gallatin County Fairgrounds Fair Planning meetings

2) Recruit superintendents for 4-H project areas

3) Secure sponsorships for premium money and other awards

4) Recruit and secure concessions manager and assist with overall function of concession stand

5) Manage set up prior to and take down of fair exhibits

i. Ad Hoc Committees - The members of this committee shall be appointed by the Chairman of the Board. The Chairman of the Ad Hoc Committee shall be a member of the Gallatin 4-H Unlimited Leaders Council. Other members may be appointed from the membership at large.

• Purpose - To carry out any specific or short term task as instructed by the Gallatin 4-H Unlimited Leaders Council which will result in the termination of the committee upon completion of the assigned task.

• Responsibilities -

1) To carry out the duties necessary for the completion of the specific task at hand.

ARTICLE XI - MEETINGS

1. The Annual Meeting of the membership shall be held in ~~November~~September.

2. Regular meeting of the Gallatin 4-H Unlimited Leaders Council shall normally be held monthly.

Each Council shall set a specific meeting time each month to be observed during its year in office.

3. Special meetings of the 4-H Leaders Council may be called by the ~~Executive Board~~officers and/or the 4-H Staff.

4. Executive Session may be called when any sensitive information is discussed...???

~~4. A written, dated proxy will be accepted by the Chairman when a Board member is unable to attend a Board meeting.~~

5. Committees will meet when the ~~chairman~~President-Elect and/or two members deem appropriate with proper notification of all committee members.

6. A quorum is Half-five the 4-H Council members present of the Board determines a quorum. Meetings may proceed if the quorum is met within 15 minutes of the designated meeting start time.

7. Notice of all meetings of the ~~Board of Directors~~4-H Council shall be sent to appropriate members with adequate advance notice previous to said meeting.

8. Gallatin 4-H Unlimited Leaders Council meetings shall be open to the public. Only the Council ~~representatives~~members may cast ballots on issues.

ARTICLE XII - AMENDMENTS

1. Any proposed amendment to these by-laws may be introduced by any member at any regular or special meeting of the ~~Board of Directors~~4-H Council.

2. These by-laws may be amended at the annual meeting of the Gallatin 4-H Unlimited Leaders Council, or at any special meeting thereof, by a majority vote of the eligible members present; provided, that two (2) weeks written notice of intent to amend shall be given to each active member in good standing.

ARTICLE XIII - DISSOLUTION OF GALLATIN 4-H UNLIMITED LEADERS COUNCIL

1. Upon dissolution of the Gallatin 4-H Unlimited Leaders Council, the ~~Board of Directors~~Officers shall, after paying or making provisions for the payment of all of the liabilities of the Council, dispose of all of the assets of the Council to the Gallatin 4-H Foundation, Inc., or, if the Foundation has been dissolved, to the Montana 4-H Foundation for the purposes benefiting the county or state 4-H program.

Ms. Kelley Phipps, President
Gallatin 4-H Unlimited Leaders Council

Date

Ms. Leia Miller, Secretary
Gallatin 4-H Unlimited Leaders Council

Date

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